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Inspector General

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7 JUL 1967

MEMORANDUM FOR: Office of Planning, Programming,
and Budgeting

SUBJECT : Operating Budget for Fiscal Year 1968
and Preliminary Office Estimates for
Fiscal Year 1969 - Office of Inspector
General

Attached are original and four (4) copies of subject material in accordance with the Request for Submission of Operating Budget for Fiscal Year 1968 and preliminary Office Estimates for Fiscal Year 1969. Schedule 1276 is not included as it is not applicable to our operation.

/s/ J. S. Barman

J. S. Barman
Inspector General

Attachments

Distribution:

Orig. & 4 - Addressee (w/atts)

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Excluded from automatic
downgrading and
declassification

SUMMARY OF FUNDS
COMBINED BUDGET
(in thousands of dollars)

OFFICE		FISCAL YEAR 19 67				OPERATING BUDGET FISCAL YEAR 19 68								OFFICE ESTIMATE FISCAL YEAR 19 69				
CATEGORY (1)	(2)	(3)		(4)		(5)		(6)		(7)		(8)		(9)		(10)		
SUBCATEGORY	ESTIMATED	NON-RECURRING		NEW ITEMS		TOTAL ESTIMATED		CONGRESSIONAL		CHANGE FROM		NON-RECURRING		NEW ITEMS		TOTAL ESTIMATED		
ELEMENT	OBLIGATIONS	ITEMS OR				REQUIREMENTS		BUDGET		CONGRESSIONAL		ITEMS OR				REQUIREMENTS		
SUBLELEMENT		REDUCTIONS				(2 + 3 + 4)		ESTIMATE		BUDGET		REDUCTIONS				(5 + 8 + 9)		
	POS	FUNDS	POS	FUNDS	POS	FUNDS	POS	FUNDS	POS	FUNDS	POS	FUNDS	POS	FUNDS	POS	FUNDS	POS	FUNDS
<u>Inspector General</u>	25X1A																	
Program Wide	a																	
Executive Direction & Control																		
Total Office																		
* Includes unfunded requirement for three (3) additional GS-15 positions for FY 1968. See Narrative Justification on Form 632 a.																		

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(When Filled In)

EXPLANATION OF CHANGES (in thousands of dollars)	OFFICE Inspector General Fiscal Year 1968	
DESCRIPTION	POSITIONS	AMOUNT
<u>Column 4</u>		
Additional position requirement to accomplish five year inspection cycle approved by Executive Director-Comptroller (Memorandum for Inspector General from Executive Director-Comptroller, dated 3 April 1967).	25X1A1a	25X1A1a
Temporary (WAE) employee [REDACTED] Branch, previously paid by Station. 25X1A6a	■	[REDACTED]
Increase for terminal leave pay.		
Other increases personal services.		
Total increase personal services.		
Increase in TDY travel for additional overseas inspection trips planned in 1968.		
Increase due to planned rotation of auditors between Headquarters and field branches:		
Travel PCS		
Transportation of things		
To provide for additional costs of operating Audit Staff outside office [REDACTED] for a full year; in 1967 operated partial year. 25X1A2g		
Total increases		
Decrease other services		
Net increase		

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EXPLANATION OF CHANGES (in thousands of dollars)		OFFICE Inspector General	
DESCRIPTION	POSITIONS	AMOUNT	
<u>FY 1968</u> <u>Column 7</u> Three additional employees for Inspection Staff to accomplish five year inspection cycle approved by Executive Director-Comptroller (Memorandum for Inspector General from Executive Director-Comptroller, dated 3 April 1967).	3	25X1A1a	
<u>FY 1969</u> <u>Column 9</u> Increase in personal services (includes increase of one GS-12 position and excludes one GS-14 position transferred to Proprietary Project. Increase in TDY travel, primarily for additional planned overseas inspection trips. 25X1A2g Increase for Proprietary [REDACTED], primarily due to transfer of additional employee from Headquarters Staff to the project. (See above) Total increases Decrease for planned rotation of auditors between Headquarters and overseas offices. Net increase	1	[REDACTED]	

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(When Filled In)**FISCAL YEAR PROPERTY REQUIREMENTS**

(in thousands of dollars)

(see instructions on reverse)

OFFICE

Inspector General

OBJECT CLASS/MATERIEL CATEGORIES *Federal Supply Catalog classification	TOTAL PRA	METHOD OF PROCUREMENT			
		LOGISTICS	LOCAL		
			OFFICE CONTROLLED	OTHER	IDENTIFICATION
OBJECT CLASS: 26					
SUPPLIES AND MATERIEL: (class. group)					
I Ordnance (10-14)					
II Transportation and Airborne (15-29)					
III Industrial and Engineering (30-56)					
IV Communications (58-59)					
V Electric Equipment (61-63)					
VI Medical (65 ONLY)					
VII General (66-99. LESS 67)					
VIII Photographic (67 ONLY)					
TOTAL - SUPPLIES & MATERIEL					
OBJECT CLASS: 31					
EQUIPMENT					
I Ordnance (10-14)					
II Transportation and Airborne (15-29)					
III Industrial and Engineering (30-56)					
IV Communications (58-59)					
V Electric Equipment (61-63)	1		1		
VI Medical (65 ONLY)					
VII General (66-99. LESS 67)					
VIII Photographic (67 ONLY)					
TOTAL - EQUIPMENT	1		1		
TOTAL - ALL PROPERTY	1		1		

*Refer to Office of Logistics "Introduction to Supply Catalog," dated 1 October 1961

(When Filled In)

**INSTRUCTIONS FOR THE PREPARATION OF PROPERTY REQUIREMENTS
FISCAL YEAR - OPERATING BUDGET - FORM 2670 (revised)**

- Column 1 - Represents the total dollar (\$) property requirements for the office. This is the amount which will be included in your middle column of the Office Estimates. (Column 1 must agree with the totals shown under columns 2, 3 and 4.)
- Column 2 - Represents that portion of your total dollar property requirements (Column 1) which you estimate will be procured by the Office of Logistics/Headquarters.
- Column 3 - Represents that portion of your total dollar property requirements which you estimate will be procured through your stations or bases and the amounts so authorized will be controlled, sub-allotted and accounted for by your component. This estimate will represent the amount you will request for Local Procurement Funds in your Request for Allotment.
- Column 4 - Represents that portion of the Agency's local procurement authorization that will be (a) accomplished by another component on your behalf, (b) reflected on the financial records of a station controlled by that office; but, (c) the materiel so procured will be issued and costed (PRA) to your component. (Note: All local procurement accomplished by another component on your behalf but costed (PRA) to your property authorization is included in this column and excluded from Column 3.
- This amount will be reduced from the central procurement allotment and included in the allotment for local procurement of the component effecting the procurement locally on your behalf.) 25X1A6a
- Column 5 - Identify the component and Station (i.e., [REDACTED]) that will procure materiel (Column 4) locally on your behalf and for your consumption.

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OFFICE OF INSPECTOR GENERAL

Organization and Function

The Office of Inspector General provides complete inspection and audit service on a world-wide basis for all Agency activities. The audit and inspection programs are carried out through two staffs, Audit and Inspection. The authorized manpower for this purpose in Fiscal Year 1967 was as follows:

Inspector General's Office	
Inspection Staff	
Audit Staff	
Total	

25X1A6a

The Inspection Staff is centralized at Headquarters. The Audit Staff consists of the Headquarters staff, three overseas branch offices, and a domestic proprietary project.

Inspection Program

The Inspection Staff conducts detailed inspections of all Agency components, both at Headquarters and in the Field, on a continual basis to evaluate the assignment and performance of the missions and functions prescribed and make recommendations for such improvements as may assist them more fully to perform their appropriate functions. In addition, special studies and investigations are made as directed or required. The Inspection Staff also provides a forum for employees to express grievances and complaints on a confidential basis. The Staff is charged with monitoring investigations of reports of fraud, misuse of funds, and conflicts of interest, taking such action as may be necessary or directed.

Audit Program

The Audit Staff conducts a comprehensive audit program of all Agency activities to determine for management whether adequate controls and procedures have been established and are being applied effectively to safeguard Agency resources and assure their use only for approved and legal purposes and whether Agency activities are being conducted efficiently and in conformance with policy determinations and directives.